

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Small Memorial Hall

Thursday 04 December 2008

PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), T Copsey, D Cunningham, G Moore, M Smith

Mr G Meeser (Parish Clerk)

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
1.0	APOLOGIES FOR ABSENCE Councillors J Corrigan (illness), J Darwell (illness), M Emblin (holiday), J Keates (illness), J Wenban (work). L Wicks (work) Accepted.	
2.0	DECLARATIONS OF INTEREST None	
3.0	APPROVAL OF MINUTES Minutes of meeting held on 06 November 2008 approved as presented	
4.0	MATTERS ARISING	
4.1	Tidying of Land In Front of Village Club (See November item 4.2): No response received to written complaint to Chief Executive [CE] of Medway Council. Clerk telephoned CE's secretary three times, latest being on 03/12/08. On each occasion apologies and assurances of early reply promised, but nothing has materialised. Matter to be taken up with Mr Rodney Chambers, Leader of Medway Council	Clerk
4.2	Local Transport Plan (See November item 4.3): Mr Mark Johnson, Senior Planner at Medway Council, sent article from <i>Medway Messenger</i> newspaper re projected funding for improved bus services in Medway. Request for this parish to receive benefit of this funding reiterated to Mr Johnson by e-mail 03/12/08. Situation to be monitored	Clerk
4.3	Thameside Terminal: Meeting with Mr David Harris of Medway Council (See November item 4.4): No report because Cllr Wicks absent. To be carried forward	Cllr Wicks
4.4	Children's Play Area, Cliffe: Roundabout bearings (See November item 4.5): No report because Cllr Wenban absent. To be carried forward	Cllr Wenban
4.5	Rubbish Storage Container (See November item 4.6): Cllr Wenban had previously advised Clerk that this item Cllr Keates's responsibility. Cllr Keates to report	Cllr Keates
4.6	Clothing and Safety Equipment – New Caretaker (See November item 4.17): No report because Cllr Keates absent. To be carried forward	Cllr Keates
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4.7	Transfer of Funds from Reserve Account to Investment Account (See November item 4.18): Not done because new signatories on bank accounts not yet finalised. See item 7.4 below	
4.8	Rural Liaison Fund bids (See November item 4.19): Official applications have been submitted to Mr Peter Bown of Medway Council, and decision awaited. Situation to be monitored	Clerk
4.9	Removal of Broken/Defunct Electricity Pylon on Cliffe Recreation Ground (See November item 4.22): EdF advised that broken/defunct structure is floodlight, not electricity pylon, and as such cannot be removed by EdF. EdF emailed 26/11/08 requesting safety check prior to removal. No reply, so further email sent 03/12/08. To be pursued	Clerk
4.10	Cliffe Woods Car Park: Litter/Broken Glass Left After Recycling Bins Removed (See November item 4.24): Cllr Kentell reported that he had been in contact with Julie Neetham (? Cllr Kentell not sure of name) of Medway Council ☎ 333601 re cleaning of Cliffe Woods car park/shops/open spaces area. Car park responsibility of Parish Council, shop fronts responsibility of Medway Council cleansing services, remainder responsibility of Medway Council <i>Green Spaces</i> . Name of officer to be verified, and request made to streamline and clarify process and clearly identify %who does what+	Clerk
4.11	Village Club: Request for Reinstatement of Ground Damaged by Delivery Vehicles (See November item 4.26): Letter sent to Club Secretary (Mr Fred Dowler) 08/11/08. Mr Dowler telephoned by Clerk 11/11/08 in response to further complaint by Cllr Smith. Mr Dowler gave assurances that matter would be expedited, but only part of surface has now been reinstated (Cllr Smith + Clerk inspected prior to meeting). Club Secretary to be written to again with request that job be properly completed	Clerk
4:12	Proposed New Thames Estuary Airport: Letter of Objection to Mayor of London (See November item 4.27): Cllr Fribbins of opinion that time still not ripe for such submission. To be dealt with %as and when+at Cllr Fribbins's discretion	
4.13	Parish Councillor Vacancy Notices (See November item 6.2.2): Co-option notices being displayed at all ten locations in parish until forthcoming weekend	
4.14	Speedwatch (See November item 6.3.2): PCSO Sue Fill has advised that she and PC James Ball will shortly tour parish to identify suitable potential sites	
4.15	Revision of Standing Orders (See November item 6.4): Clerk advised that start was made, but had to be postponed to make time for Freedom of Information Act Publication Scheme (See item 6.4 below)	Clerk
4.16	Bank Accounts: Change of Signatories (See November item 7.2): See item 7.4 below	
4.17	Appointment of New Caretaker, Mr Dave Clark (See November item 7.3): See item 7.5 below	

4.18	Children's Play Area: Possible "Scaled Down" Project (See November item 8.3): Cllr Keates absent, but had previously sent email message to Clerk confirming that catalogues passed to Cllr Wicks as requested. Cllr Wicks to report	Cllr Wicks
4.19	Resignation of Mr Clive Powell, KALC Local Councils Adviser (See November item 13.1): Mr Powell leaving 24/12/08, so card will be sent during December	Clerk
4.20	Bretts/Parish Council Liaison Meeting: Minutes (See November item 14.0) Document was duly emailed to all Parish Councillors by Clerk	
4.21	Refreshments for December 2008 Meeting (See November item 15.2): Refreshments duly supplied at meeting and expenditure reclaimed through Clerk's expenses. Crockery loaned by St Helens House, and donation of £10.00 (ten pounds) approved. See item 7.6 below	
5.0	ADJOURNMENT Mr Bud Baker attended meeting . see items 5.1 and 5.2 below	
5.1	Christmas Tree – Cliffe Woods: Will be installed Saturday 13 December 2008	
5.2	Christmas Tree – Cliffe: Mr Baker suggested that tree be planted on green+in Cliffe Village in very near future, with view to it being ready for Christmas 2009. Type: Norwegian Spruce (root balled); Height: Approx 10-12 feet. Quotations to be obtained	Clerk
6.0	REPORT: CLERK	
6.1	Correspondence (E = Received via email)	
	6.1.1. No: 0812/04 E From: Vice Chairman, Linton Parish Council Subject: %Boundary markers+community project Email message to be forwarded to Cllr Moore	Clerk
	6.1.2. No: 0812/04 E From: Kent Turf Care Subject: Service offered by local Landscaping Company	
	6.1.3. No: 0812/06 From: Cerebral Palsy Care & Learning Services Subject: Invitation to relaunch Wednesday 25 February 2009 (various alternative times provided) Cllr Kentell wishes to attend 17:30 meeting. Clerk to %RSVP+invitation	Clerk
	6.1.4. No: 0812/07 E From: Sky Charter UK Subject: Request to land helicopter on Cliffe Recreation Ground Saturday 04/07/09 Request to be acknowledged and following enquiries to be made before approval granted : i. Confirm that no football activities scheduled ii. Confirm that Sky Charter will provide marshalls iii. Verify situation re Public Liability Insurance	Clerk

6.2	<p>“Rutting” Damage to Cliffe Village Green (corner Swingate Avenue / Church Street) by Lorries <i>NB: This issue was also (re)raised by Mr Bud Baker during Adjournment</i></p> <p>Medway Council Traffic Management (Mr Bob Bertram) has advised that only solution to problem is to widen Swingate Avenue/reduce Village Green by approximately two feet (Funding not currently available and item will be low priority). Following action to be taken:</p> <ol style="list-style-type: none"> i. Confirm with HM Land Registry that Village Green in ownership of Parish Council; ii. If (i) above affirmative, give Medway Council go-ahead to schedule work; iii. In meantime, request Medway Council to infill ruts on Health & Safety grounds 	Clerk
6.3	<p>Clearance of Allotment Land Behind Norwood Close / Cooling Road, Cliffe</p> <p>Trenport Investments has confirmed that work due to commence Monday 14 December 2008 for one week. Situation to be monitored</p>	Clerk
6.4	<p>Freedom of Information Act: Updated Publications Scheme</p> <p>New scheme is to be adopted and operated by all public authorities from 01 January 2009. Clerk presented draft of document he had compiled with aid of template provided by KALC.</p> <p>Draft to be accepted in present form with one amendment: Charge for providing information to be set at £10 (ten pounds) per sheet of paper provided, or per email message. Acceptance plus amendment proposed by Cllr Fribbins, seconded by Cllr Copsey.</p> <p>Clerk to convert draft to definitive document and pass to Cllr Fribbins for inclusion on Parish Council's website.</p>	Clerk Cllr Fribbins
7.0	<p>REPORT – FINANCE AND GENERAL PURPOSES <i>NB: Clerk presented items 7.1 to 7.5 below because scheduled meeting of Finance & General Purposes [FGPC] Committee on 02/12/08 did not take place</i></p>	
7.1	<p>Current Financial Position: General Report</p> <p>Updated report on current financial position presented and circulated.</p> <p>Cllr Smith to raise detailed proposals for various items of capital expenditure at next FGPC meeting 06/01/09</p>	Cllr Smith
7.2	<p>Budget / Precept 2009/10: Setting Procedure</p> <p>Procedure agreed as follows:</p> <ol style="list-style-type: none"> i. During December, Clerk to email all Councillors seeking ideas for additional items to be budgeted for in 2009/10 ii. Clerk to prepare rough draft of budget/precept (<i>without</i> any capital items included) in time for FGPC meeting on 06/01/09 (Cllr Cunningham offered Clerk assistance if required) iii. Any suggested items (as per i above) and any additional capital expenditure identified by FGPC on 06/01/09 to be incorporated into second draft and re-presented to FGPC for approval at FGPC meeting on 03/02/09 iv. Final budget/precept to be ratified at full Council meeting on 05/02/09 	Clerk
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7.3	<p>“BMX” Capital Fund – Permitted and Non-Permitted Expenditure Clerk's enquiries revealed that maintenance and upkeep of previously acquired/installed capital items and financing of youth summer activities <i>not</i> permitted as capital expenditure.</p> <p>Agreed that recent amounts of £1,100 for repainting of Cliffe Woods Youth Shelter and £568 for youth summer activities (total £1,668), previously charged to BMX+capital fund, now be re-charged to Revenue Reserve</p>	Clerk
7.4	<p>Change of Signatories on Bank Accounts Formalities completed for National Savings & Investment Account . withdrawals now require signatures of Clerk plus one of following: Cllr Kentell, Cllr Fribbins, Cllr Wicks, Cllr Cunningham. Formalities for Natwest Current and Reserve accounts not yet completed. Natwest Bank (Strood Branch) to be contacted</p>	Clerk
7.5	<p>New Caretaker, Mr Dave Clark – Contract of Employment Mr Clark duly sent Letter of Intent+(See November item 7.3), but Contract of Employment still not finalised and unfortunately further delayed by recent illness of Cllr Corrigan.</p> <p>Concern expressed that Mr Clark currently working without official contract, and hope expressed that Cllr Corrigan will shortly be well enough to finalise document. Chairman undertook to monitor situation</p>	Cllr Corrigan Cllr Kentell
7.6	<p>Payments by cheque The following cheque payments were approved:</p> <p>#2083 G Meeser, Parish Clerk Salary and expenses for November 2008</p> <p>#2084 D Clark, Caretaker Wages and expenses for November 2008</p> <p>#2085 HM Revenue and Customs PAYE deductions for November 2008</p> <p>#2086 - £17.70 Cliffe Memorial Hall Management Committee Room rental</p> <p>#2087 - £10.00 St Helens Church Donation for loan of crockery</p>	
7.7	<p>Date of Next Finance & General Purposes Committee Meeting: Tuesday 06 January 2009, Cliffe Woods Primary School, 8pm</p>	FGPC (to note)
8.0	<p>REPORT – RECREATION GROUND AND ALLOTMENTS</p>	
8.1	<p>Allotments Cllr Keates absent from meeting, but previously emailed Clerk to advise that seven new lettings (including four to St Helens School as part of a project) have taken place. School has expressed appreciation</p>	
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	<p>8.2 New Recreation Area No report</p>	
	<p>8.3 Children's Play Area</p> <p>8.3.1. Cllr Fribbins advised that he and Cllr Keates had attended recent site meeting with Wicksteed Leisure in the London Borough of Bexley. No representatives from Cliffe Children's Committee [CCC] were invited at this stage. Various photographs taken by Cllr Fribbins, and posted on CCC facebook/website.</p> <p>Play equipment in Cliffe children's playground is still serviceable, but is approaching end of natural life and will eventually need to be replaced. This would involve major expenditure, beyond current means of Parish Council (Equipping playground at Falconwood in LB Bexley cost in region of £¼ million). Possible sources of funding are therefore major issue -- CCC has advised that it intends embarking on fundraising exercise.</p> <p>8.3.2. Cllr Cunningham advised that she had been invited by CCC to join their group, and asked whether this would conflict with her role as Parish Councillor. Cllr Fribbins advised that Cllr Cunningham is entitled to join as a private individual, but in such event would need to declare an interest if/when any discussions/decisions/reports involving CCC are covered at Council meetings</p> <p>8.3.3. Cllr Keates absent from meeting, but previously emailed Clerk to advise that she no longer feels able to serve on Playground Committee due to recent incident at meeting with CCC. She asked that Cllr Copsey be thanked for his support during and following this incident</p> <p>8.3.4 Following 8.3.3 above, Playground Committee now comprises Cllrs Copsey and Smith</p>	
	<p>8.4 Recreation Ground No report</p>	
<p>9.0</p>	<p>REPORT - PLANNING</p>	
	<p>9.1 Planning applications: Cllr Fribbins presented the following planning applications with proposed comments and they were approved:</p> <p>9.1.1. MC2008/1763 63 View Road, Cliffe Woods Construction of single storey side extension and front porch (Resubmission of MC2008/0265) No objection</p> <p>9.1.2. MC2008/1794 119 Church Street, Cliffe Construction of porch to front No objection</p> <p>9.1.3. MC2008/1892 Land rear of Merryboys House (Plot 1), Merryboys Road, Cliffe Alteration and extension of existing building for residential use, including new tarmac surface and kerbs for existing access Unable to comment on this application until relevant drawings received</p>	
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	9.2	Meeting with Brett Landscaping: Planning Committee met recently with Brett's Planning Manager to discuss current position re application for increase in vehicle movements. Application not yet decided by Medway Council. Answers were given (and bar chart provided) re projected lorry movements per month. More details likely at next liaison meeting between Bretts and Parish Council (Wednesday 10/12/08, 7.30pm)	
	9.3	Date of next Planning Committee Meeting: No meeting scheduled for December, unless an urgent application arrives (in which case committee members will be notified)	Planning Committee (to note)
10.0		REPORT – FOOTPATHS AND COMMONLAND No report	
11.0		REPORT – CLIFFE WOODS CAR PARK Disabled Parking Bay requires re-marking (in thermoplastic) and new signage	Clerk
12.0		REPORT – RURAL LIAISON No report	
13.0		REPORT – KALC Cllr Fribbins attended AGM on 08/11/08	
14.0		REPORT – OTHER BODIES	
	14.1	Police Liaison Meeting Cllr Kentell attended on 25/11/08	
	14.2	Cliffe Parochial Charities Cllr Kentell attended on 24/11/08. Amount of approximately £3,000 has been granted to Senior Citizens to assist with heating costs	
15.0		ANY OTHER BUSINESS	
	15.1	Departure from RSPB Cllr Moore advised that Carol Donaldson, RSPB Community Officer, is leaving RSPB for other employment. Suitable card be sent on behalf of Parish Council	Cllr Moore
	15.2	Flooding in Buckland Road, Cliffe Cllr Kentell advised that any flooding incidents should be reported to Medway Council's Drainage Engineer (Mr John Gammon) ☎331472	

The meeting closed at 9.20pm, and Christmas refreshments were served.

gm 05/12/08

**NEXT MEETING:
THURSDAY 08 JANUARY 2009, CLIFFE WOODS PRIMARY SCHOOL, 7.30PM**
